Quick Reference for all
Activities in Retromat

www.plans-for-retrospectives.com

The fastest way to plan a retrospective: Scan through all activities in Retromat – sorted by phase. Read titles and summaries of activities that fit your team's stage and timeframe. Use the ID to read the full description in Retromat or the eBook.

Team Stage (Tuckman)

Forming   Storming   Norming   Performing   Stagnating   Adjourning

Duration

Short   Medium   Long

Something Completely Different

Break out of the pattern of phases and shake things up.

#27 - Retrospective Cookies
Take the team out to eat & spark discussion with special fortune cookies

#28 - Take a Walk
Go to the nearest park and wander about and just talk

#30 - Dialogue Sheet
A structured approach to a discussion

#56 - Invite a Customer
Bring the team into direct contact with a customer or stakeholder

#111 - Feedback Sandwich
Learn to give constructive feedback in a trusting and positive way

#131 - Sacred Cow
What is the organization clinging to that doesn't make sense anymore?

Set the Stage

Give people time to "arrive" and get into the right mood. Set the goal of the retrospective.

#1 - ESVP
What attitudes do people bring? Explorer, Shopper, Vacationer, ...

#2 - Weather Report
Participants mark their 'weather' (mood) on a flipchart

#3 - Check In - Quick Question
Ask one question that each participant answers in turn

#18 - Check In - Amazon Review
Review the iteration on Amazon. Don't forget the star rating!

#22 - Temperature Reading
Participants mark their 'temperature' (mood) on a chart

#31 - Check In - Draw the Iteration
Participants draw some aspect of the iteration

#32 - Emoticon Project Gauge
Help team members express their feelings about a project

#36 - Appreciative Goal
State an affirmative goal for the session

#42 - Postcards
Participants pick a postcard that represents their thoughts

#43 - Take a Stand - Opening
Participants take a stand, indicating their satisfaction with the iteration

#46 - Why Retrospectives?
Ask 'Why do we do retrospectives?'

#52 - Constellation - Opening
Let the participants affirm or reject statements by moving around

#59 - Happiness Histogram
Create a happiness histogram to get people talking

#70 - 3 for 1 - Opening
Check satisfaction with iteration results, communication & mood

#76 - Round of Admiration
Participants express what they admire about one another

#81 - Outcome Expectations
Everyone states what they want out of the retrospective

#82 - Three Words
Everybody sums up the last iteration in 3 words

#84 - Last Retro's Actions Table
Assess how to continue with last retro's actions

#85 - Greetings from the Iteration
Each team member writes a postcard about the last iteration

#90 - Agile Values Cheer Up
Remind each other of agile values you displayed

#106 - Who said it?
Attribute quotes to team members and situations

#107 - Unlikely Superheroes
Imagine yourself as a superhero! What is your superpower?

#108 - Know your Neighbour - Opening
How did your right neighbour feel during the iteration

#114 - Give me a Face
Participants show how they feel by drawing a face on a tangerine

#122 - Positive and True
Boost everyones energy with tailored questions

#129 - String Theory
Surface shared traits and mutual interests among team members

#130 - Spot the Elephant
Are there problems nobody talks about?

Gather Data

Help everyone remember what happened during the iteration. Create a shared pool of information - everybody sees the world differently.

#4 - Timeline
Participants write down significant events & order them chronologically

#5 - Analyze Stories
Walk through each story handled by the team & look for improvements

#6 - Like to like
Participants match quality cards to their Start-Stop-Continue-proposals

#7 - Mad Sad Glad
Collect events when team members felt mad, sad, or glad

#19 - Speedboat / Sailboat
Analyze what forces push you forward and what pulls you back

#33 - Proud & Sorry
What are team members proud or sorry about?

#35 - Agile Self-Assessment
Assess where you are standing with a checklist

#47 - Empty the Mailbox
Look at notes collected during the iteration

#51 - Lean Coffee
Use the Lean Coffee format for a focused discussion of the top topics

#54 - Story Oscars
The team nominates stories for awards and reflects on the winners

#62 - Expectations
What can others expect of you? What can you expect of them?

#64 - Quartering - Identify boring stories
Categorize stories in 2 dimensions to identify boring ones

#65 - Appreciative Inquiry
Lift everyone's spirit with positive questions

#75 - Writing the Unspeakable
Write down what you can never ever say out loud

#78 - 4Ls - Loved, Learned, Lacked, Longed For
Explore what people loved, learned, lacked and longed for individually

#79 - Value Stream Mapping
Draw a value stream map of your iteration process

#80 - Repeat & Avoid
Brainstorm what to repeat and what behaviours to avoid

#86 - Lines of Communication
Visualize how information flows in, out and around the team

#87 - Meeting Satisfaction Histogram
Create a histogram on how well meetings went during the iteration

#89 - Retro Wedding
Collect examples for something old, new, borrowed and blue

#93 - Tell a Story with Shaping Words
Each participant tells a story about the iteration with certain words

#97 - #tweetmysprint
Produce the team's twitter timeline for the iteration

#98 - Laundry Day
Which things are clear and feel good and which feel vague and implicit?

#110 - Movie Critic
Imagine your last iteration was a movie and write a review

#116 - Genie in a Bottle
Playfully explore unmet needs

#119 - Hit the Headlines
Which sprint events were newsworthy?

#121 - The Good, the Bad and the Ugly
Collect what team members perceived as good, bad and non-optimal

#123 - Find your Focus Principle
Discuss the 12 agile principles and pick one to work on

#126 - I like, I wish
Give positive, as well as non-threatening, constructive feedback

#127 - Delay Display
What's the current delay? And where are we going again?

#128 - Learning Wish List
Create a list of learning objectives for the team

Generate Insight

Why did things happen the way they did? Identify patterns and see the big picture.

#8 - 5 Whys
Get to the root cause of problems by repeatedly asking 'Why?'

#9 - Learning Matrix
Team members brainstorm in 4 categories to quickly list issues

#10 - Brainstorming / Filtering
Generate lots of ideas and filter them against your criteria

#20 - Perfection Game
What would make the next iteration a perfect 10 out of 10?

#25 - Cause-Effect-Diagram
Find the source of problems whose origins are hard to pinpoint

#26 - Speed Dating
Each team member explores one topic in depth in a series of 1:1 talks

#37 - Remember the Future
Imagine the next iteration is perfect. What is it like? What did you do?

#41 - Park Bench
Group discussion with varying subsets of participants

#50 - Wish Granted
A fairy grants you a wish - how do you know it came true?

#55 - Original 4
Ask Norman Kerth's 4 key questions

#58 - Undercover Boss
If your boss had observed the team, what would she want to change?

#66 - Brainwriting
Written brainstorming levels the playing field for introverts

#68 - Company Map
Draw a map of the company as if it was a country

#69 - The Worst We Could Do
Explore how to ruin the next iteration for sure

#74 - Pessimize
If we had ruined the last iteration what would we have done?

#91 - Poster Session
Split a large group into smaller ones that create posters

#94 - BYOSM - Build your own Scrum Master
The team assembles the perfect SM & takes different points of view

#95 - If I Were You
What could sub-groups improve when interacting with others?

#105 - Election Manifesto
Different parties present manifestos for change. Who will get your vote?

#113 - Set Course
Imagine you're on a voyage - Cliffs and treasures await

#115 - Force Field Analysis
Analyse the factors that support and hinder a particular initiative

#118 - Snow Mountain
Address problematic burndowns and scope creep

Decide What to Do

Pick a few issues to work on and create concrete action plans of how you'll address them.

#11 - Circle of Questions
Asking and answering go around the team circle - reach consensus

#12 - Dot Voting - Start, Stop, Continue
Brainstorm what to start, stop & continue and pick the top initiatives

#13 - SMART Goals
Formulate a specific and measurable plan of action

#21 - Merge
Condense many possible actions down to just two the team will try

#24 - Open Items List
Participants propose and sign up for actions

#29 - Circles & Soup / Circle of Influence
Create actions based on how much control the team has over them

#38 - Dot Voting - Keep, Drop, Add
Brainstorm what behaviors to keep, drop, add & pick the top initiatives

#39 - Dot Voting - Worked Well, Do Differently
Brainstorm what worke & what to do differently and pick the top ones

#48 - Take a Stand / Line Dance
Get a sense of everyone's position and reach consensus

#49 - Dot Voting - Starfish
Collect what to start, stop, continue, do more and less of

#61 - Chaos Cocktail Party
Actively identify, discuss, clarify and prioritize a number of actions

#63 - Low Hanging Fruit
Visualize promise and ease of possible courses of actions to help pick

#72 - Divide the Dollar
How much is an action item worth to the team?

#73 - Pitch
Ideas for action items compete for 2 available 'Will do'-slots

#88 - Impediments Cup
Impediments compete against each other - World Cup style

#96 - Problem Solving Tree
Got a big goal? Find the steps that lead to it

#99 - Planning Poker Voting
Use your Planning Poker cards for un-influenced voting

#100 - Landscape Diagram
Assess action items based on how clear they are and take your pick

#103 - Systemic Consensus
Check for resistance instead of approval

#117 - Maximize Follow Through
Think about how the team will follow up & set yourselves up for success

#124 - Outside In
Turn blaming others into actions owned by the team

#125 - Three by Three
Build on each other's ideas to create a great action item

Close the Retrospective

This phase marks the end of the retrospective. It can serve several distinct purposes:
* Clarify follow-up
* Appreciations
* How could the retrospectives improve?

#14 - Feedback Door - Numbers (ROTI)
Gauge participants' satisfaction with the retro on a scale from 1 to 5

#15 Appreciations
Let team members appreciate each other and end positively

#16 - Helped, Hindered, Hypothesis
Get concrete feedback on how you facilitated

#17 - SaMoLo (Same of, More of, Less of)
Get course corrections on what you do as a facilitator

#23 - Feedback Door - Smilies
Gauge participants' satisfaction with the retro using smilies

#34 - Shower of Appreciation
Listen to others talk behind your back - and only the good stuff!

#40 - Plus & Delta
Each participant notes 1 thing they like & 1 thing they'd change

#44 - Take a Stand - Closing
Participants take a stand, indicating their satisfaction with the retro

#45 - Pleased & Surprised
What pleased and / or surprised participants in the retrospective

#53 - Constellation - Closing
Let the participants rate the retrospective by moving around

#57 - Say it with Flowers
Each team member appreciates someone else with a flower

#60 - AHA!
Throw a ball around and uncover learning

#67 - Take Aways
Capture what participants learned during the retro

#71 - 3 for 1 - Closing: Was everyone heard?
Check satisfaction with retro results, distribution of talk time & mood

#77 - Follow Through
What's the probability of action items getting implemented?

#83 - Retro Dart
Check if you hit bull's eye on important issues

#92 - Motivational Poster
Turn action items into posters to improve visibility & follow-through

#101 - Endless Blessings
Bless the upcoming iteration with all your good wishes

#102 - You and Me
Recognize the efforts of teammates and self-improve a little

#104 - Note to Self
Remind yourself of your good intentions

#109 - Know Your Neighbor - Closing
How does your left neighbour feel about the retrospective

#112 - Appreciation Postcards
Team members write appreciative postcards for later delivery

#120 - My Team is Awesome
Acknowledge what's awesome about your team